JOB ANNOUNCEMENT
Open to the Public
OPEN DATE: August 2, 2021
CLOSE DATE: Open Until Filled

JOB TITLE: Records Clerk   **PAY RATE:** $11.50/hour

DEPARTMENT: Las Vegas Police Department   **DIVISION:** Information Services

REPORTS TO: Information Services Supervisor

SUMMARY:
Incumbents produce statistical data and provide non-routine clerical assistance for law enforcement officer and agencies. Compiles information from reports/citations and enters data into computer system. Assembles information of a strictly confidential nature for various purposes, to include providing internal and external reports for various departments or agencies. Work requires a high degree of accuracy.

DUTIES AND RESPONSIBILITIES:
- Work is under minimal supervision. Guidelines include agency policies and procedures, FBI standards and
- Uniform Crime Reporting (UCR).
- Independently performs highly specialized data entry requiring thorough understanding of terminology and law enforcement procedures.
- Assembles complex necessary documentation and verifies accuracy in every detail.
- Obtains and compiles informational data.
- Refers inquiries or visitors to appropriate departments or division head.
- Maintains confidential record information and disseminates as deemed necessary.
- Interprets policy and procedures to members of the public along with background checks, traffic accidents and offense/incident reports in person or in writing.
- Maintains and updates personal computers hardware and software.
- Attends training classes and/or seminars pertaining to related duties.
- Processes correspondence via fax, mail, telephone or walk-in-service.
- Assist with preparation of statistical reports, and other monthly/quarterly/annual reports, such as:
  - Violence Against Women Advocate (VAWA)-Quarterly Law Enforcement Officers Killed in Action (LEOKA)
  - Criminal Sexual Penetration (CSP)-Quarterly
  - Public Statistics (Locations/City Wide/Grant Writing)
  - Officer/Dispatch call taking
  - Provides informational training based on records department duties for new recruits
- Maintains professional communication with fellow employees and other departments including:
  - Sheriff's Department
  - State Police

Records Clerk
Page 1 of 3

- o District Attorney's Office
  - o Adult and Probation Offices
  - o Municipal, Magistrate and District Courts
  - o Children, Youth, and Families Division
  - o San Miguel County Detention Center
  - o Las Vegas City Government
  - o
- Scans all documents pertaining to Offense/Incident reports, traffic and misdemeanor citations, field interrogation cards and traffic accidents. Sorts and distributes required documents as defined to other agencies on a daily/weekly basis.
- Contacts and communicates with document originators to resolve data input problems.
- Daily handling of cash/checks received for reports, receipts rendered, and weekly deposits.
- Maintain State Tracking Number documentation between San Miguel County Detention Center and other agencies requesting offense relationships to include Fingerprint and Final Disposition cards, to close out cases.
- Maintain contact with Department of Public Safety and Federal Bureau of Investigations to ensure regulations are followed pertaining to above-mentioned agencies.
- Prepare and submit periodic reports to the Chief upon request, regarding the Department's activities, and prepare a variety of other reports as appropriate.
- Assumes the duties of absent personnel in this division.
- Attend State Tracking Number meetings and acts as liaison to other agencies.
- Maintain database for Violence Against Women statistics and Criminal Sexual Penetration statistics.
- Produce professional quality reports, correspondence, memorandums and other related documentation.
- Responsible for the preparation of quote/ bids and other related documentation, as required.
- Proficiently operate and maintain all equipment necessary in the performance of duty.
- Perform all related duties as required.

MINIMUM JOB REQUIREMENTS:
- High School Diploma or GED.
- One (1) year' clerical experience.

PREFERRED JOB REQUIREMENTS:
- NCIC and NJIS certification through Department of Public Safety.

EMPLOYMENT REQUIREMENTS:
- Must possess and maintain an insurable New Mexico Class D Driver's License.
- Due to federal, state and departmental laws and/or regulations, must be able to maintain confidentiality and security regarding all legal and operational matters learned, seen or heard as a result of employment.
- Position is subject to call-back status.
- Occasional extended shifts may be necessary.

KNOWLEDGE, SKILLS AND ABILITIES:
- Ability to communicate effectively in both oral and written form.
- Ability to follow all City of Las Vegas and Departmental Rules, Regulations, Policies, Procedures, etc.
- Ability to operate office equipment and various types of computers, operating systems and programs.
- Knowledge of data entry in an office setting.
- Knowledge of office procedures.
- Ability to provide exemplary customer service.
- English writing skills.

- Knowledge of basic math.
- Ability to make decisions based on established rules and regulations.
- Ability to establish and maintain professional communication with fellow employees and other departments and agencies.
- Ability to deal with the public in a pleasant and courteous manner.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:
- Work is primarily performed in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited exposure to physical risk.
- Must occasionally lift and/or move up to twenty-five (25) pounds.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

The employment application is available at:
http://lasvegasnm.gov/departments/human_resource_deparment

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov